

Friends of the Burnham Memorial Library  
Colchester, Vermont  
By-Laws

#### ARTICLE I. NAME

Section 1. The name of the organization shall be: Friends of the Burnham Memorial Library

#### ARTICLE II. PURPOSE

Section 1. The purpose of this organization shall be to maintain an association of persons interested in libraries; to focus public attention on the Burnham Library; to stimulate the use of the Burnham Library resources and services; to receive and encourage gifts, endowments and bequests to the Library; to support and cooperate with the Library in developing library services and facilities for the community; and to support programs and services deemed useful to the Library.

#### ARTICLE III. MEMBERSHIP

Section 1. Any individual, family, business, firm, church, or social / civic group may become a member upon payment of dues. Annual dues and classes of membership shall be set by the Friends Board of Directors on a yearly basis at the Annual Meeting.

Section 2. Each individual, family, business, or group membership shall be entitled to one vote.

#### ARTICLE IV. BOARD OF DIRECTORS

Section 1. The officers of this organization shall be governed by a President, Vice President, Treasurer, Secretary, and Membership Secretary. In addition, "at large" board members may be elected. The number of "at-large" officers of the Board will be determined by vote of the Board of Directors. These individuals shall constitute the Board of Directors. A member of the Library Board of Trustees and the Library Director shall be ex-officio members of the Board.

Section 2. Nominations for the officers of the Board may be made after November 1 of each year by mailing the written entry to the Friends of the Burnham Library to the attention of the Secretary of the Board of Directors. Additional nominations may be made up to and including the day of the annual meeting. Election can only occur with the consent of the nominee.

Section 3. Officers shall be elected by majority vote of those present at the annual meeting for the term of one year. Vacancies occurring during the year shall be filled by the Board by majority vote.

#### ARTICLE V. DUTIES OF OFFICERS

Section 1. President: To preside over and conduct meetings and to appoint all committees and be an ex-officio member thereof.

Section 2. Vice-President: To perform the duties of the President in the absence of the President.

Section 3. Treasurer: To keep and maintain the financial records of the organization; to pass these records on to the subsequent Treasurer.

Section 4. Secretary: To record attendance and take the minutes at all meetings; to conduct the business correspondence of the organization, to pass a record of the minutes on to the next Secretary.

Section 5. Membership Secretary: To keep and maintain membership records; to conduct social correspondence of

the organization; to pass current membership records on to the next Membership Secretary.

#### ARTICLE VI. MEETINGS

Section 1. An annual meeting shall be held during the month of January on a date to be determined by the Board of Directors. Members shall be notified through publication in the local newspaper, posting in the Burnham Library, and on the library website, at least two weeks prior to the date of the meeting.

Section 2. Regular meetings of the Board of Directors shall be held at their discretion, as needed.

Section 3. A majority vote of those present shall be necessary to enact any business to come before an annual or regular meeting.

Section 4. Amendments to these By-Laws may be made at any meeting of the general membership by a two-thirds vote of those present, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place.

#### ARTICLE VII. DISSOLUTION

Upon dissolution, the surplus assets of the Friends shall be distributed as the Board of Directors decides: either directly to the Burnham Memorial Library or to the Board of Trustees of the Burnham Library.

Revised and Approved April 16, 2007.